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## FORMALITIES LETTER



\*OC00000005151246\*

UNITED STATES DEPARTMENT OF COMMERCE  
Patent and Trademark OfficeAddress: COMMISSIONER OF PATENT AND TRADEMARKS  
Washington, D.C. 20231

APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
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09/536,383 03/28/2000 Sandra K. Richardson M3653.0001/P001-B

Dickstein Shapiro Morin & Oshinsky LLP  
2101 L Street N W  
Washington, DC 20037-1526



Date Mailed: 06/01/2000

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

*Filing Date Granted*

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given TWO MONTHS from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The statutory basic filing fee is missing.

*Applicant must submit \$ 690 to complete the basic filing fee and/or file a small entity statement claiming such status (37 CFR 1.27).*

- The oath or declaration is missing.

*A properly signed oath or declaration in compliance with 37 CFR 1.63, identifying the application by the above Application Number and Filing Date, is required.*

*Adjustment date: 10/11/2000. In the event of abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of 10/05/2000 SDE: 3653.00000005 09536383. 01 FC:101 -690.00 0P 02 FC:105 -130.00 0P 03 FC:199 -20.00 0P*

*A copy of this notice **MUST** be returned with the reply.*

Customer Service Center,

Initial Patent Examination Division (703) 308-1202

## PART 2 - COPY TO BE RETURNED WITH RESPONSE

10/05/2000 SDENB01 00000025 09536383  
 01 FC:101 690.00 0P  
 02 FC:105 130.00 0P  
 03 FC:199 20.00 0P

10/11/2000 SSANDARA 00000018 09536383  
 01 FC:101 710.00 0P  
 02 FC:105 130.00 0P

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PATENT  
Docket No.: M3653.0001/P001-B

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

In re Patent Application of  
Sandra Richardson et al.

Serial No.: 09/536,383

Filed: March 28, 2000



Group Art Unit: 2761

Examiner: Not Yet Assigned

For: METHOD AND APPARATUS FOR  
PLANNING AND MONITORING  
MULTIPLE TASKS AND  
EMPLOYEE WORK  
PERFORMANCE BASED ON  
USER DEFINED CRITERIA AND  
PREDICTIVE ABILITY

Assistant Commissioner for Patents  
Washington, D.C. 20231

**RESPONSE TO  
NOTICE TO FILE MISSING PARTS OF APPLICATION**

Dear Sir:

In response to the Notice to File Missing Parts of Application – Filing Date Granted mailed June 1, 2000, Applicants submit the Declaration and Power of Attorney, a copy of the Notice to File Missing Parts of Application – Filing Date Granted; a Recordation Form Cover Sheet with the Assignment by Inventors; and a Petition for 2 Months Extension of Time.

Please note that Matthew Bennett and Jim Finwick were listed as inventors in error.

Please remove their names from the filing receipt as their names are not reflected on the enclosed executed Declaration and Power of Attorney.

A check in the amount of \$1,270.00 for missing parts of application, and recordation of assignment document and extension of time fee is attached herewith for the fees associated with this filing. The Commissioner is also authorized to charge any additional fees or credit any overpayment to Deposit Account No. 04-1073.

Dated: October 2, 2000

Respectfully submitted,

By   
John F. Levis  
Registration No.: 34,210  
DICKSTEIN SHAPIRO MORIN &  
OSHINSKY LLP  
2101 L Street NW  
Washington, DC 20037-1526  
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Attorneys for Applicant

## FILING RECEIPT

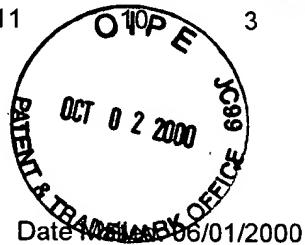
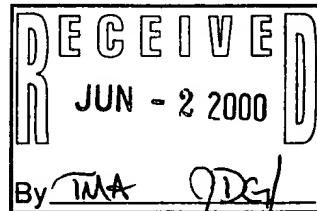


\*OC00000005151245\*

UNITED STATES DEPARTMENT OF COMMERCE  
Patent and Trademark OfficeAddress: ASSISTANT SECRETARY AND  
COMMISSIONER OF PATENT AND TRADEMARKS  
Washington, D.C. 20231

APPLICATION NUMBER	FILING DATE	GRP ART UNIT	FIL FEE REC'D	ATTY.DOCKET.NO	DRAWINGS	TOT CLAIMS	IND CLAIMS
09/536,383	03/28/2000	2761	0	M3653.0001/P001-B	11		3

Dickstein Shapiro Morin & Oshinsky LLP  
2101 L Street NW  
Washington, DC 20037-1526



Receipt is acknowledged of this nonprovisional Patent Application. It will be considered in its order and you will be notified as to the results of the examination. Be sure to provide the U.S. APPLICATION NUMBER, FILING DATE, NAME OF APPLICANT, and TITLE OF INVENTION when inquiring about this application. Fees transmitted by check or draft are subject to collection. Please verify the accuracy of the data presented on this receipt. If an error is noted on this Filing Receipt, please write to the Office of Initial Patent Examination's Customer Service Center. Please provide a copy of this Filing Receipt with the changes noted thereon. If you received a "Notice to File Missing Parts" for this application, please submit any corrections to this Filing Receipt with your reply to the Notice. When the PTO processes the reply to the Notice, the PTO will generate another Filing Receipt incorporating the requested corrections (if appropriate).

## Applicant(s)

Sandra K. Richardson, Residence Not Provided;  
Douglas Clark, Residence Not Provided;  
~~Matthew Bennett, Residence Not Provided;~~  
~~Jim Finwick, Residence Not Provided;~~  
Caroline Gosser, Residence Not Provided;

## Continuing Data as Claimed by Applicant

THIS APPLICATION IS A CIP OF 09/334,256 06/16/1999

## Foreign Applications

If Required, Foreign Filing License Granted 05/30/2000

## Title

Method and apparatus for planning and monitoring multiple tasks and employee work performance based on user defined criteria and predictive ability

## Preliminary Class

705

Data entry by : LADRINGAN, JUDITH

Team : OIPE

Date: 06/01/2000



**LICENSE FOR FOREIGN FILING UNDER  
Title 35, United States Code, Section 184  
Title 37, Code of Federal Regulations, 5.11 & 5.15**

**GRANTED**

The applicant has been granted a license under 35 U.S.C. 184, if the phrase "IF REQUIRED, FOREIGN FILING LICENSE GRANTED" followed by a date appears on this form. Such licenses are issued in all applications where the conditions for issuance of a license have been met, regardless of whether or not a license may be required as set forth in 37 CFR 5.15. The scope and limitations of this license are set forth in 37 CFR 5.15(a) unless an earlier license has been issued under 37 CFR 5.15(b). The license is subject to revocation upon written notification. The date indicated is the effective date of the license, unless an earlier license of similar scope has been granted under 37 CFR 5.13 or 5.14.

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**NOT GRANTED**

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**PLEASE NOTE the following information about the Filing Receipt:**

- The articles such as "a," "an" and "the" are not included as the first words in the title of an application. They are considered to be unnecessary to the understanding of the title.
- The words "new," "improved," "improvements in" or "relating to" are not included as first words in the title of an application because a patent application, by nature, is a new idea or improvement.
- The title may be truncated if it consists of more than 600 characters (letters and spaces combined).
- The docket number allows a maximum of 25 characters.
- If your application was submitted under 37 CFR 1.10, your filing date should be the "date in" found on the Express Mail label. If there is a discrepancy, you should submit a request for a corrected Filing Receipt along with a copy of the Express Mail label showing the "date in."

Any corrections that may need to be done to your Filing Receipt should be directed to:

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